

~~SECRET~~

2 DEC 1957

MEMORANDUM FOR: Chief, Central Cover Division

SUBJECT : Common Employee Index Number

REFERENCES : (a) Memorandum for Chief, Management Staff from Deputy Comptroller, dated 12 July 1957, same subject.

(b) Memorandum for Deputy Comptroller from Chief, Business Machines Services, Management Staff dated 15 November 1957, same subject.

1. This Office recommends consideration of a modified plan for a common index number for all Agency employees. The proposal is that the employee number assigned by the Office of Personnel be used for payroll, accounting, and other purposes as a common index or record control number, as outlined in Reference (a) copy of which is attached.

2. Feasibility of the proposal was considered and approved by Management Staff as indicated in Reference (b), copy attached.

3. Concurrence and comments of your Office are requested on the attached proposal.


E. R. SAUNDERS
Comptroller

25X1A

Attachments:

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

no attachment

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

TAS, Office of the Comptroller
200 Alcott Hall, ext. [REDACTED]

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Comptroller
1039 Alcott Hall

20 Dec 57

SAL

SIGNATURE

2. Central Cover Branch
1708 "L" Building

8 Dec 57

4

Dec 57

H. H. J.

3.

4.

Comptroller - 1039
Alcott Hall

H. H. J.

12/5

5.

TAS

6 Dec 57

J. W. G.

6.

7.

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15.

254

Cover has no objection to this proposal. CCTB will still have to use it's number system for dealing with [REDACTED] - but since this serves a different purpose see no conflict.

H. H. J.

25X1C4A

36716

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FORM 1 DEC 56

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ROUTING AND RECORD SHEET

81-9185

SUBJECT: (Optional)

FROM:

Director of Personnel
2621 Curie Hall

NO.

DATE

18 DEC 1957

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Comptroller
1039 Alcott Hall

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FORM
1 DEC 55

610

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UNCLASSIFIED

25X1A9A

TRANSMITTAL SLIP		DATE 17 Dec 57
TO: Comptroller <i>[Signature]</i>		
ROOM NO. 1039	BUILDING Alcott	
REMARKS: 		
FROM: Director of Security		
ROOM NO. 2058	BUILDING I	EXTENSION 645
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-B WHICH MAY BE USED.		
(47)		